

Vacancy Announcement #P00-284LGG

VACANCY ANNOUNCEMENT

POSITION: Criminal Investigator, GS-1811-15
(Shooting Investigation Coordinator)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Inspection
Investigations Division
Falls Church, VA

OPENING DATE: July 25, 2000

CLOSING DATE: August 21, 2000

**AREA OF
CONSIDERATION:** Bureau-wide

MAJOR DUTIES: Serves as an expert authority on “use of deadly force” issues. Advises top level Bureau management on all policy issues and technical matters relating to shooting incidents. Serves as Shooting Investigation Coordinator. Plans and coordinates teams investigating shooting incidents. Reviews and evaluates final shooting incident reports. Participates as an expert advisor to the Shooting Investigation Review Board. Performs a variety of complex studies pertaining to “use of deadly force” issues. Provides professional leadership and guidance in monitoring, developing and implementing innovative changes and long-term improvements to Law Enforcement’s “use of deadly force” policies and procedures. Prepares and presents briefings and papers to congress, law enforcement representatives of various Federal, state and local agencies, and the public. Coordinates training relating to “use of deadly force” issues for all special agents in the Office of Inspection.

QUALIFICATION REQUIREMENTS: Applicants must have had one year of specialized investigative experience equivalent to the GS-14 grade level in the Federal service which shows: (1) initiative, ingenuity, resourcefulness, and ability to develop facts and other pertinent data; (2) ability to think logically and objectively, to analyze and evaluate facts, evidence and related information and arrive at sound conclusions; (3) skill in written and oral reports and presentation of investigative findings in a clear and concise manner; and (4) tact, discretion, and capacity for obtaining the cooperation and confidence of others.

Specialized Experience: Experience which is in or directly related to investigation of criminal violations that provided the specific knowledge, skills and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

Leadership of or membership in a criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution. Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports. Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have include appearing in court to present evidence. Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information. Law enforcement work in which 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

All applicants must meet qualification requirements within 30 days of the closing date of the announcement.

MUST DISPLAY THE REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF ORDER 300.8, ATF Firearms Policy.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

Describe on a separate sheet of paper your work experience, training and/or awards, volunteer experience or hobbies. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility.

1. Ability to apply comprehensive knowledge of all ATF law enforcement investigative techniques and procedures in order to conduct shooting investigations.
2. Knowledge of Federal laws, pending legislation, precedent court decisions and corresponding state and local laws as they relate to the "use of deadly force."
3. Ability to analyze and evaluate complex issues regarding the "use of deadly force."
4. Ability to meet and deal effectively with others.
5. Ability to communicate in writing.

CONDITIONS OF EMPLOYMENT

The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☐ A pre-employment drug test is required.
- ☐ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959 must be registered with the Selective Service System.
- ☐ Other: _____

GENERAL INFORMATION

1. Applications will not be returned to applicants.
2. All applicants will be notified by the Personnel Division upon completion of the selection process.
3. Applications must be received by the closing date of this announcement.

HOW TO APPLY

NOTE: Applicants applying non-competitively are required to submit the same documents as those applying competitively. Submission of an ATF F 2335.2 Voluntary Application for Consideration **is no longer required and will not be sufficient to receive consideration for the position.**

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, through Internet, (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement of the vacancy for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

B. Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Background Survey Questionnaire (Optional). Information submitted will be used for statistical reports only.
- ☒ OPM Form 306, Declaration for Federal Employment.
- ☒ Performance appraisal dated within the last year. You may either submit an annual performance appraisal dated within the last year or copies of your last three (3) appraisals. If you chose to submit your last 3 appraisals, they will be added together and averaged to arrive at a score for that portion of our ranking. If your application package does not contain all other supporting documentation, you **WILL NOT** be given credit for that portion of the evaluation process. (For status consideration only.)
- ☒ Current/former Federal employees - SF-50 reflecting competitive status. Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☐ Current Notice of Results.
- ☐ Competitive-examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.
- ☐ Self-certification for typing proficiency.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length). Provide month/year of class, title and length of class. (For status consideration only.)
- ☐ Other: _____

NOTE: DEPARTMENT OF TREASURY SURPLUS OR DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION: If you are currently a career or career-

conditional Treasury employee who has received a Reduction in Force (RIF) separation notice or a Certificate of Expected Separation (CES) you may be entitled to special priority selection under Treasury's Career Transition Assistance Program (T-CTAP). You must:

- still be employed by the Treasury Department, and the date of the notice has not expired.
- submit a copy of the RIF or CES separation notice along with your application.
- apply for a position that is at or below the grade level of the position from which you are being separated.
- The position must not have greater promotion potential than the position from which you are being separated.
- have a current (or last) performance rating of record of at least fully successful or equivalent.
- currently employed by Treasury in the same commuting area of the position for which you are requesting priority consideration.
- file your application by the vacancy announcement closing date and meet all application criteria (e.g., submit all required documentation.)
- be rated well-qualified for the position. To be well qualified, you must meet the mid-level range of the crediting plan for all factors.

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Position Management Branch, Room 4350
Attn: LaTonya Gamble(202) 927-7949
650 Massachusetts Ave NW
Washington, DC 20226
(202) 927-8610 TDD users call (202) 927-7964.

NOTE: The Bureau of Alcohol, Tobacco and Firearms provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASON.